

Files~~S-E-C-R-E-T~~

OTR

OFFICE OF TRAINING REGULATION NO. 43-1

25 October 1954

SUBJECT: OTR MASTER FILE INDEX

1. GENERAL

The OTR Filing Manual establishes a filing system designed to provide a subject and project file that will encompass all the functions performed in the Office of Training. This system has been designated the Master File Index (MFI).

2. RESPONSIBILITIES

a. All Division, Staff, and Branch Chiefs will be responsible for maintaining current files in accordance with the MFI. Each Chief will designate an individual responsible for the records system within his component and will be responsible for maintaining only those portions of the MFI pertinent to his own functions.

b. It will be the responsibility of the Area Records Officer to offer all possible assistance in the establishment of the system. He will accomplish this by:

(1) Making himself available for consultation with Division, Staff, and Branch Chiefs, and/or their designees, on matters pertaining to the filing system.


(2) Conducting briefing sessions in the principles of the system during the period of its initial establishment.

3. PROCEDURES

a. All material subsequent to this date will be filed according to the MFI System.

b. All existing files will be reviewed, and material dated 1954 will be filed according to the system.

c. All remaining material will be disposed of in accordance with schedules established in conjunction with the Area Records Officer.


MATTHEW BAIRD
Director of Training

25X1

Distribution: All OTR Personnel

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11 June 1969

OFFICE OF TRAINING REGULATION NO. 50-1

SUBJECT : Weekend and Holiday Staff Duty Officers

25X1 REFERENCE: "CIA Alert System for Critical Intelligence"

RESCISSION : OTR Regulation 50-1, dtd 15 Jul 68

1. GENERAL

This regulation establishes a system of Weekend and Holiday Staff Duty Officers for the Office of Training.

2. POLICY

- a. It is the policy within the Office of Training for staff employees in grades GS11 through GS15 whose OTR assignments are the Headquarters area to serve as Staff Duty Officers for weekends and holidays.
- b. The staff-duty weekend will begin after working hours on Friday evening and will end the following Monday morning, except in those cases where an emergency leave day is officially designated. In such cases the staff duty will be extended 24 hours. For a holiday, staff duty begins after working hours of the day before the holiday and ends the morning after the holiday.
- c. Names of OTR's Staff Duty Officers will appear in an OTR Notice published semi-annually.

3. RESPONSIBILITIES

- a. The Staff Duty Officer shall:
 - (1) Take responsible action on matters concerning the Office of Training which may arise during his tour of duty. Such action

Group I

Excluded from automatic

SECRET

downgrading and
declassification

SECRET

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would likely involve communicating with the OTR officer best able to handle the action if, in the judgment of the Duty Officer, the matter warrants further guidance or requires notification of other OTR officers. A functional directory will be made available to each Staff Duty Officer.

- (2) Remain at his place of residence at all times during the duty as OTR's officer available to the CIA Watch Office and the CIA Security Office. If, however, it becomes necessary to leave his residence, the Staff Duty Officer is required to notify the CIA Security Office and the CIA Watch Office of his temporary absence.
- (3) Obtain, personally, within two days of the assigned duty, the special OTR Directory and at the time read the OTR instructions for Staff Duty Officers. Return the OTR Directory, also personally, no later than the first working day after staff duty.
- (4) Submit comments, as necessary, concerning the staff duty for information of the Director of Training.

[Redacted Signature]

HUGH I. CUNNINGHAM
Director of Training

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Distribution:

1-B

School and Staff Chiefs

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[Redacted]
Branch & Faculty Chiefs

NSO/OS

CIA Watch Office

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